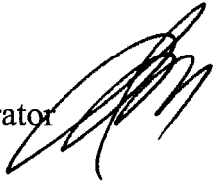


# COUNTY OF YORK

## MEMORANDUM

**DATE:** July 21, 2005 (BOS Mtg. 8/16/05)

**TO:** York County Board of Supervisors

**FROM:** James O. McReynolds, County Administrator 

**SUBJECT:** Board Policies Review

Through the adoption of Resolution R94-200 on October 20, 1994, the Board of Supervisors approved the York County Board Policies Manual. Board Policy BP94-01, as set forth in the Manual, establishes an annual review cycle for the Board Policies and any proposed revisions.

In accordance with the referenced policy, the staff and I have completed another review of the Board Policies and have identified several for which amendments are recommended. These proposed amendments, all of which are relatively minor in scope, are summarized below:

### **BP94-01 – Authority of County Administrator with Regard to Board Policies**

- Proposed change to authorize the County Administrator to routinely update any references to State Code sections that change as a result of re-codification or other legislative action by the General Assembly. In addition, it is proposed that the County Administrator have the authority to update any references to departments or divisions, whether federal, state or county, when there has been a name change (e.g., see BP94-07 below where the name of the responsible division has changed).

### **BP94-02 – Acceptance of Conveyances of Real Estate**

- Change in State Code reference (15.1-286 is now 15.2-1803). If the above-noted change to BP04-01 is approved, corrections such as this can be accomplished in the future without need for Board action.

### **BP94-03 – Chisman Creek and Wolf Trap Parks Usage Policy**

- Proposed change in Site Supervision and Clean-up fee to better reflect actual costs - \$20/hour proposed, rather than \$75 per day flat fee.

### **BP94-04 – Conduct of County Affairs in the Absence of the County Administrator**

- Change in State Code reference (15.1-117 is now 15.2-1541).

**BP94-06 – Freedom of Information Act**

- Proposed changes in document charges to better reflect actual printing costs. Also, proposed adjustments in postage charges.
- Proposed addition of a listing and fee for copies of the Yorktown Design Guidelines document. As the Board may recall, a courtesy copy of the document was mailed to each property owner in Yorktown after the Board adopted the Historic District and Design Guidelines.

As a general comment, I would note that the number of requests for printed copies of documents continues to decline as more and more users take advantage of the availability of codes, ordinances and publications on the County's web site.

**BP94-07 – Mosquito Control**

- Proposed minor change to reflect current Division name (Fiscal Accounting Services). If the change to BP94-01 is approved, revisions such as this will be made administratively in the future.

**BP94-10 – Vehicle Fleet Management**

- Proposed additions to the list of special add-on equipment that is considered to be a "direct charge" expense and not to be covered by the vehicle replacement fund.
- Proposed change to require County Administrator approval for purchase of 4-wheel drive vehicles.
- Proposed revision to clarify procedures for disposing of surplus vehicles and to specifically reference the Purchasing Policy.

The staff also uses this annual process to also review the Administrative Directives. Often, changes in Board Policies will necessitate an adjustment in an Administrative Directive. Therefore, once the Board has reviewed and adopted any changes to the Board Policies the staff will finalize its review of the Directives and I will consider and approve any necessary amendments. Once this has occurred, a copy of all amended and/or new Administrative Directives will be forwarded to the Board for your information and for inclusion in the Policy Notebook.

Please let me know if you have any questions or concerns about any of the revisions proposed. Assuming there are no objections to any of these changes, I recommend their approval through the adoption of proposed Resolution No. R05-145.

Carter/3337:jmc

**Attachments**

- Proposed Revised Policies
- Proposed Resolution No. R05-145